



## **REGULATION**

### **on the organisation and functioning of the Project Management Office**

#### **Chapter I. General provisions**

**Art. 1.** The Project Management Office (BMP) of Transilvania University of Braşov is a specialized support structure which provides the necessary framework for the proper implementation of research, technical assistance and education grants, projects and contracts funded by national and international programmes, by public or private entities in the country and abroad.

**Art. 2.** The Project Management Office shall carry out its activities in accordance with the legislation in force, the University Charter and these Regulations.

**Art. 3.** The Project Management Office operates within the Vice-rectorate for Scientific Research and Informatization.

#### **Chapter II. Objectives and activities**

**Art. 4.** The main objective of the Project Management Office is to provide the administrative framework to increase the success rate of project proposals and the number of scientific research and education projects and contracts funded from public or private, national or international sources.

**Art. 5.** The main activities of the Project Management Office are as follows:

- (1) to manage databases on the financial implementation of projects, grants and contracts (annual budgets, amounts received, amounts spent per budget chapter, overheads amount etc.).
- (2) to prepare reports and statistics on project proposals, funding attracted by type of project, status of financial implementation, other work and situations requested by collaborating structures within the university, other partner institutions or structures of the relevant ministry.
- (3) to check the eligibility of expenditure in accordance with the provisions of the funding contract and the approval of expenditure, within the limit of the amounts received for each budget line or within the limit of the amounts made available by the University.
- (4) to offer advice and administrative support in the preparation of project proposals, grants or funding contracts, mainly by:
  - a. organising training and information sessions;
  - b. checking compliance with administrative and financial eligibility conditions;
  - c. preparing administrative or financial documents and forms in accordance with the funding guidelines;
  - d. informing by electronic means about the timing of project competitions and funding opportunities;
  - e. participating in the identification of eligible co-financing instruments, where appropriate.
- (5) to provide administrative support for the compliant implementation of projects, grants and contracts, mainly by:
  - a. providing support to project directors and officers in the preparation of interim and final reports;

- b. monitoring the financial and administrative implementation of projects, verifying financial reports;
  - c. offering training on internal procedures and national legislation on the financial implementation of projects (document flow, ceilings and regulations on expenditure, procedures for the purchase of goods and services, etc.);
  - d. liaising with the financial-accounting, procurement and human resources departments during the implementation of the projects in order to produce documentation in line with the requirements of financial backers.
- (6) to participate in the implementation of the policy on stimulating and rewarding scientific research activity, mainly by:
- a. completing and validating the Scientific Research Activity Report Sheet (FRACS) scores for projects/grants/contracts and publications in ISI Web of Science-indexed journals;
  - b. managing databases and reporting on internal programmes to stimulate scientific research (awarding publication of articles in ISI Web of Science indexed journals, awarding project proposals, offering incentives based on research results, awarding research grants, payment of fees for Open Access publication, participation in conferences, etc.);
  - c. verifying data on scientific research activity in internal competitions and programmes (merit awards, scholarships, prizes, etc.);
  - d. financial accounting of overhead costs and expenditures, in accordance with the regulations in force;
  - e. contributing to the implementation of the principles of the European Charter for Researchers and the Code of Conduct for the Recruitment of Researchers.

### Chapter III. Organization and operation

**Art. 6.** The work of the Project Management Office is organised and monitored by the BMP Coordinator.

**Art. 7.** The Coordinator of the Project Management Office is appointed by the Executive Board, on the proposal of the Vice-Rector for Scientific Research and Informatization.

**Art. 8.** The BMP Coordinator has the following main tasks and responsibilities:

- a. ensures the smooth running of the office, checks and is responsible for the correctness of BMP reports, documentation and work;
- b. organises and monitors the work of BMP employees;
- c. identifies sources of funding in line with the University's strategy and priorities, monitors the timing of national competitions and ensures dissemination of information to members of the academic community;
- d. Contributes to the management and updating of information on national research platforms.

**Art. 9.** The organisational structure (number of and duties associated to jobs) of BMP shall respond to the strategy and needs of the university and shall be established in accordance with internal regulations and legislation in force.

**Art. 10.** BMP employees shall perform specific tasks according to their individual employment contract and job description.

This Regulation was discussed and approved at the meeting of the Senate of Transilvania University of Braşov on June 14, 2023.

Prof. Dr. Eng. Mircea Horia ȚIEREAN,  
President of the Senate of Transilvania University of Braşov

